The Odisha Gazette

SCHOOL & MASS EDUCATION DEPARTMENT

NOTIFICATION

The 30th July, 2019

Subject   :   Garima Awards- Odisha School Certification Program

Ama Pila Ama Garima

No.15776–SME-MSSA-MSSA1-0028/2019/SME.—Concept   Note   and   Standard Operating Procedure :

1. Background

Department of School & Mass Education is the nodal department for managing Elementary Education, Secondary Education, Teachers Training, Sanskrit Education, Computer Education, Special Education and Mass Education in the State. The department manages over 60,000 schools in the State and responsible for the education of about 65 lakh students. The literacy rate of Odisha as per 2011 Census is 72.9%, however, in terms of learning outcomes according to the latest NAS survey, only 53% students were able to answer question on basic competencies correctly.

In September 2017, SATH program was launched in partnership with NITI Aayog to improve the learning outcomes and make Odisha a model State for education in India. Several initiatives have been launched under Project SATH in the past year. Two of these initiatives – Learning Enhancement Program (LEP) and Odisha School Monitoring App (OSMA) are particularly critical to drive learning outcome and school improvement.

Both initiatives are being implemented in all Schools, Blocks and Districts. In order to sustain the momentum, it is proposed to recognize and reward best performing schools in terms of Learning Outcomes and motivate the rest to improve performance. Most importantly, it is imperative to communicate that improving learning outcomes is the end objective. To achieve this objective, the State has decided to launch the **School Certification Program** to recognize and reward schools that are making progress. Under this program, schools can nominate themselves to be assessed and certified under three categories. Certified schools will be recognized and rewarded.

This concept note outlines the levels of certification, rewards thereof, the process of certification and the role of each level in the process.

2. **Key Objectives of the Certification program**

The program is designed to motivate teachers to bring students to achieve grade level competencies. To ensure quality and transparency assessment will be conducted by an unbiased party. The following are the key objectives of the program:

- Identify good performing schools basis academic performance
- Encouraging school to help students to accomplish grade level Learning Outcomes
- Generate healthy competition amongst schools in the Block/District
- Recognize and reward these schools HMs and Teachers
- Recognize and reward schools, Clusters and Blocks that are ensuring students at appropriate learning outcomes

3. **Features of the Certification program**

- **Metrics for certifying schools are based on Learning Outcomes:—** Schools will be assessed only on learning outcomes to get certified & rewarded. Certification is for Elementary schools only. There is a pre-certification exercise to check accurate reporting of a few important data point in the School Monitoring App.
- **Engagement of all stakeholders:—**All elementary (and primary + upper primary section of secondary) schools can get certified. When a certain percentage of schools get certified, the relevant Cluster & Block will also get certified.
- **3 levels of Certification:—**Certification will be given at three levels- Bronze, Silver, and Gold, with increasing level of difficulty. Three levels will help the State:
  - Keep motivation up by making schools see quick successes
  - Break down ultimate goal into clear benchmarks for a clear pathway
  - Identify high performers early and handhold them to achieve higher level of certification.
- **Unbiased assessment:—**Certifications will be provided on the basis of a centrally prepared assessment for the nominated school. This assessment will be conducted by a team comprising of DIETs, as an unbiased assessor.
- **Rewards & incentives:—**On achieving each level of certification, schools will be given meaningful incentives and rewards in order to motivate them.

4. **Metrics to achieve for each level of Certification:**

School will be certified basis achievement of Learning Outcomes. Certain non-academic parameters are put in place in the pre-verification phase to verify the data as reported in the School Monitoring App by the CRCC of the school for that month. The parameters are as follows:—

- Does the school have separate functioning toilet for boys/girls? (Yes/No)
- Does the school have safe drinking water facility? (Yes/No)
- Does the school have electricity connection with working lights and fans? (Yes/No)
- Was LEP conducted for all periods (during Learning Camp) and one period (during ROY)? (Yes/No)
- Do ALL students have all the LEP books that they need? (Yes/No)
- Is the SDP-SSP plan prepared? (Yes/No)

Please note that school doesn't get disqualified if there is a "No" on these parameters, but if there is mismatch from what the CRCC has reported in the App for that month and what the pre-verification team reports, then there will be disqualification and the Academic test will not be conducted. This is done to ensure that all CRCCs report the factual picture during their monitoring visits and the schools also take ownership against wrong data being reported.

School level metrics to be tested:

Category	Academic Parameters	Pre-verification Parameters
Bronze	• 80% of students of Grade 2 know basic competencies (Grade-1), Grade 3-5 know (Grade -2) basic competencies • 80% of students of Grade 6-8 know Grade 3 competencies (Odia, Math and English)	• Verification of pre-verification parameters • >70% Avg. Teacher attendance (in 30 days)
Silver	• 80% of Grade 2 students know basic competencies (Class-1) • 70% of present Grade 3 students know Grade 2 competencies (Odia, Math) • 70% of present Grade 4-5 students know Grade 3 competencies (Odia, Math) • 70% Grade 6-8 students know level 5 competencies (Odia, Math and English)	
Gold	• 70% of students know grade level competencies in Odia, Math and English	

A full list of academic parameters can be found in Appendix 1 for Bronze. Silver/Gold will be administered by a centrally prepared question bank

Note:

1. Appearing Student to pass the test to score >60% marks
2. A school can first apply for Bronze, once certified for Bronze can they apply for Silver/Gold in the next cycle.
3. If the attendance of students on the day of test is <70% then the school will be disqualified

Cluster/Block level Certification :

Category	Criteria for Cluster/Block
Bronze	>70% Schools in Bronze/Silver/Gold Category
Silver	>70% Schools in Silver/Gold Category
Gold	>70% Schools in Gold Category

5. **Standard Operating Procedure for Certification:**

There will be 3 rounds of Certification in a year- August, November and February.

The process and key dates for each Round is defined below:

Phases in each cycle	Deadline	Example for August
Nomination	By 15th of the certification month	15th August
Pre-Verification	By 25th of the certification month	25th August
Assessment	By 7th of the next month	7th September
Announcement of Certification	By 10th of next month	10th September

(1)   Self-Nomination:— When a school feels that it has achieved the targets defined for a particular level of certification, it may choose to nominate itself for that level of certification by informing the same to their CRCC, who will fill the nomination form. The application will automatically be forwarded to the next level. A school has to nominate itself by the 15th of the month of the certification (eg: 15th August for August cycle of certification), nomination forms open 30 days before the deadline. Nominations received after that deadline will be considered for the next cycle. School HM and CRCC should ensure the following before self-nomination:

All nominations should first be for Bronze; application to Silver directly is not allowed. Similarly application to Gold is not allowed before Silver has been achieved. On attainment of one level of certification, schools will have to wait for next cycle before they can apply for the next level of certification.

(2) **BEO/Block team pre-verification:**—School nominating themselves will be pre-verified by a Block team headed by the BEO/BRCC. In this phase CRCCs of an adjoining cluster will be used verify the list of pre-verification parameters, BEO will have to coordinate the process such that no CRCC is pre-verifying their own school and conduct sample checks to ensure quality. A checklist for this process will be provided such that there is no discrepancy. This will include:

(a)   List of non-academic parameters as mentioned in Section 4

(b)   Teacher attendance register for past 30 days to verify attendance criteria (>70%).

(c)   Re-checking of a sample papers (>20% of all papers) of latest SA1/SA2 of the students to assess if the academic parameter are sufficiently met.

This verification must be completed by the 25th of cycle month (25th August for the August cycle), if the school doesn't meet the criterion, then the application will be summarily rejected at this level. The DEO/DPC should coordinate the process for the District and ensure that the verifications of any nominations received within deadline is done. If a school has a grievance with pre-verification conducted, they may submit an appeal to the DPC vide a letter stating their reasons to believe otherwise. On appeal, the school will be re-verified by District level officials.

(3) **Assessment by District team:**—Only schools passing the above pre-verification, will then be eligible for the assessment as per the level of certification applied for. The assessment will be conducted by a District team consisting of DIET faculty & students, DEO/DPC (or his/her representative) and BEO of another block. This team will conduct the assessment from the question paper prepared by the DIETs and DEOs/BEO will ensure smooth implementation. DIETs will prepare the question paper using the centrally prepared guideline/rubric for Bronze (appendix 1) and central question bank for Silver and Gold.

The test will be conducted for all present students, if the student attendance on the day of the test is <70% the test will not be conducted and schools application is deferred to the next cycle. Test will be evaluated by DIETs and results of the test will be used to check if the academic certification criteria is met or not. All answer sheets should be collected, scored, and retained at the DEO/DPC level. School not meeting the certification will be not be eligible to apply in the next cycle. This activity should be completed by the 7th of the following month (example- 7th September for August cycle).

(4) **Approval /rejection** – After the assessment is completed, data will be analysed and a list of certified schools will be announced before the 10th of the following month. This activity has to be completed by DIETs and the list communicated to the DEO office. If approved, the school will get certified and avail of the associated rewards. It may now apply for the next level of certification in the next cycle. If rejected, the school will not be able to nominate itself for the next cycle.

Additional notes:

A sample of schools can be selected for external third party verification as well (by an external vendor). If on external verification, it is found that the certification information reported is incorrect, the relevant District team will be given a warning and Certification will not be awarded.

6. Rewards linked to Certification:

In order to motivate officials, it is proposed that tangible rewards be linked to each level of Certification. While certificates & letters of appreciation will be sufficient for Bronze certification, physical & monetary rewards may be considered for Silver & Gold levels.

Level	School – Level Rewards	Cluster and Block Level Rewards
Bronze	Certificates & Felicitation at DC level	Certificates for CRCC and Block Office
	Three stars outside school	
	Included on Block Hall of Fame	
Silver	Certificates & Felicitation at SPD and PS level	Certificates for CRCC and Block personnel SPD grant on INR 50,000 to Block Office
	Four stars outside school	
	School Grant Award additional INR 20,000	
Gold	Certificates & Felicitation @ PS/CM level	Felicitation of CRCC & BEO by PS SPD grant on INR 100,000 to Block Office
	School Grant Award additional INR 50,000	
	Five stars outside school	
	Media article in local newspapers	

Apart from this, inclusion of the certification of a school, may be considered as a parameter in the State Teacher Award criteria. This will ensure that there is seriousness in the field for these certification.

7. Role and Responsibilties of various officers in the program

CRCC :

- Responsible for filling the application for own cluster, if the HM wishes to nominate.
- Ensure that all the data reported on the OSMA app are correct, if there is discrepancy in the data then application will be rejected, even if the academic outcomes were met.

BEO/BRCC:

- Ensure that all the schools in the Block are aware of the program and eligible schools are applying. They may issue a letter/circular to all schools.
- BEO/BRCC along with the team of CRCCs is responsible for completing the pre-verification of the nominated schools.
- Dividing work of pre-verification amongst the CRCCs of different cluster and overseeing the quality by doing sample checks.
- Ensure pre-verification is complete for all nominated schools in his Block by the 25th

DEO/DPC:

- Coordinate the pre-verification process and ensure that all deadlines are met
- Formulate the team conducting the assessment including himself/herself, a BEO and DIET faculty, coordinate the smooth implementation of the assessment process.
- Fund mobilization for the team members (TA/DA/Honorarium) to perform pre-verification and assessment.

DIET Principal and Faculty :

- Responsible for formulating the question paper from the central question bank (Gold/Silver) and preparing paper basis the ladder for Bronze (Appendix 1)
- Conduct the assessment and evaluate the papers for all students in the school.
- Verify if the academic parameters are met for the school at that level of certification.
- Recommend the list of certified school who meet the criteria and communicate to DEO, SCERT and OSEPA.

SCERT :

- Develop the competency list to be tested and detailed guideline for preparation of question paper at the DIET level for Bronze.
- Prepare the central question bank for Silver and Gold level of certification
- Coordinate the process of assessment from the DIETs
- Collect the final result of the assessment from all DIETs and publish list of certified schools by the 10th of the month next to the cycle.

OSEPA :

- Own the entire program and ensure that the program is continued and refreshed
- Monitor the process and ensure that all deadlines for pre-verification, assessment are met by all stakeholders.
- Finalize the rewards and recognition to be given out to the certified schools
- Fund mobilization including, but not limited to, logistics, rewards etc, for the program.

8. **Expected Pace of Certifications and budget:**

Months	Bronze	Silver	Gold
August	~2000 schools		
November	+~5,000 schools	~500 schools	
February	+~5,000 schools	+~2000 schools	~400 schools
Total	**~12000 schools**	**~2500 schools**	**~400 schools**

Budget Head	Description	Unit Cost (Lacs)	Estimated Quantity	Total Outlay (cr)
School Grant Award (Silver)	Untied grant to school qualified for Silver level	0.2	2500	5
School Grant Award (Gold)	Untied grant to school qualified for Gold level	0.5	500	2.5
Block Grant Award (Silver)	Untied grant to block if >70% schools qualified for Silver level	0.5	20	0.1
Block Grant Award (Gold)	Untied grant to block if >70% schools qualified for Gold level	1	5	0.05
Certificates and Plaques for School (Bronze, Siver, Gold)	Certificates to Schools qualifying to Bronze/Silver/Gold	0.002	15000	0.3

9. **Timelines for Round 1 of Certification:**

BRCC/BEO training for pre-verification	10th June onwards
Preparation of central assessment test question bank (Silver/Gold)	30th June
Training of DIETs and district team conducting certification	16th June onwards
Self-nomination window (For August Cycle)	15st July-15th August
Pre-verification completed (For August Cycle)	25th August
Assessment completed (For August Cycle)	7th September
Round 1 certification announced (For August Cycle)	10th September

10. **Appendix**

(1) **Detailed school level certification parameters for bronze category schools**

The schools shall be certified (Bronze Category) on the basis of accomplishment of Learning Outcomes by the students. The detailed learning Outcome–wise blue prints for assessment of student's performance are given below. The DIETs are expected to prepare test items for the assessment and a team of experts consisting of one DIET faculty (assisted by one or two student-teachers), DEO/DPC (or his /her representative), and BEO of another block will assess all the students present on the day of assessment. The assessment exercise shall be conducted for whole day and transparency shall be maintained by the district level assessment team.

(2) **Primary level (grade 2 -5)**

The students shall be assessed on basic competencies in Language and Mathematics. Basic literacy skills in First Language (Odia/ Urdu etc.) and numeracy shills to be assessed. All the students, present on the day of assessment, shall be assessed. Class-wise assessment shall be done by the assessment team. 80 % students of each grade / class need to give secure 60% marks in each subject to get the Bronze Certificate.

PRIMARY LEVEL (GRADE 2 -5) Mathematics

Q. No. (1)	Competency (2)	Description (3)	Remarks (4)
1	Recognises two /three -digit numbers	A number card will be given /showed. The student shall be asked to say the number name/ read it. (for class 2 and 3) For class 4 and 5 students, one simple three-digit number shall be given.	1 mark
2	Write the numbers	The assessor will say two-digit numbers loudly and the students will be asked to write the number (numeral) on the paper. (For class 2 and 3) The class 4 & 5 students will be asked to write one two-digit number and one three-digit number to write.	2 marks
3	Understanding place value	The assessor will write a two-digit number on the back board and the students will be asked to write the place value of the number at the tenth place on their paper. (for class 2 and 3) The class 4 & 5 students will be asked to write the place value of the tenth place of a three-digit number.	1 mark
4	Comparison of numbers	**Class 2 :** Two numbers will be written on the black board (both are of two- digits). The students will ask to encircle the smaller number. **For class 3, 4 and 5:** Three numbers (all are two-digit numbers) will be given. Students shall write those on their paper and then asked to encircle the biggest. *(The assessors shall not read the numbers, only the numbers to be given in written form)*	1 mark
5	Addition of numbers	**Class 2:** Two numbers will be given for addition so that the sum will be within 18. (Two questions will be set: one with two single digit numbers and another with one single digit number with a two-digit number.	2 marks

(1)	(2)	(3)	(4)
		Class 3, 4 and 5: Two two-digit numbers shall be given in a row (e.g. 23 + 38). Students to be asked to add the numbers. (one question without carry over and one with carry over)	
6	Subtraction of numbers	**Class 2:** Two single-digit numbers shall be given in a row (e.g. 9 - 4). Students to be asked to make subtraction. **Class 3,4 and 5:** Two two-digit numbers shall be given in a row (e.g. 43 - 26). Students to be asked to make subtraction.	1 mark
7	Word problem related to addition and subtraction.	One word problem shall be given either on a piece of paper or on the black board (consisting of only one operation. The assessor will read the question for once. Then students will solve the problem and find out the correct answer. Only correct answer will be given one mark. *Class 2 students will be given word problem on single digit addition, while class 3, 4 and 5 children will be assessed on the word problem on subtraction (two digits).*	1 mark
8	Monetary transaction	Picture of three notes and coins will be given. Students to be asked to find the total value (total value should not exceed 20 rupees)	1 mark

LANGUAGE- ODIA/URDU (Class 2-5):

Q. No.	Competency	Description	Remarks
1	Read Simple words	**Class 2 & 3: (Individual task)** Students will be shown simple words and ask them to read correctly. The words must be of 3 /4 letters. One word will be of with *matra* and *phala*, and the other one with *yuktakhar* (conjunct letter) *While assessing full mark will be given if the student reads correctly the letter with <u>matra</u> /<u>yuktakhar</u>.*	2 marks

(1)	(2)	(3)	(4)
2	Reading sentences/ small paragraphs	**Class 2 and 3: (Individual Task)** The class 2 & 3 students will be asked to read tw small sentences (not from text book). The assessor shall prepare sentences and write those two sentences on a paper and ask one by one student to read (better to give different sentences to different students). Try to avoid more conjunct letters in those sentences. *While assessing this task, it will be seen that, the students are reading with fluency. Correct reading and fluency will be the criteria for assessment.* **Class 4 and 5: (Individual task)** Small paragraph of 3 sentences (out of the textbook) will be given for reading. The modality of administration and assessment will be same as class 2 and 3. *While assessing this task, it will be seen that, the students are reading with fluency. Correct reading and fluency will be the criteria for assessment.*	3 marks
3	Writing words and sentences	**Class 2 and 3:** The assessor will say loudly and clearly two words (with more than two letters). The students will write those two words on the piece of paper. One word will with *matra* and *phala*, the rest one with *conjunct* letter. Full marks will be given for correct writing of the word. (2 marks) Dictation will be given by the assessor to the students. Only two small sentences (having 4-5 words in each sentence) will be dictated. Correctness in spelling will be the criteria of assessment. (3 marks) **Class 4 & 5 :** Dictation of a paragraph will be given by the assessor to the students. Only three sentences (having 4-5 words in each sentence) will be dictated. Sentences will have *yuktakhars* (conjunct letters) and comma and question mark. The Correctness in spelling along with use of comma, full stop and question mark will be the criteria of assessment. 4 marks will be	5 mark

(1)	(2)	(3)	(4)
		for correctness of the sentences and spelling of the words, while 1 mark will be for correct use of comma, full stop and question mark. (5 marks)	
4	Reading Comprehension	**Only for class 4 and 5:** The students will be provided with one paragraph (4-5 small sentences). The assessor will not read the paragraph. Two questions will be given below the paragraph. Both the questions will be direct in nature (questions with *who, when, where etc*). The assessor may read the questions only and ask the students to write the answers on the paper. For correct answer one full mark will be given (no focus on spelling).	2 marks

UPPER PRIMARY LEVEL (CLASS 6-8) :

The students shall be assessed on basic competencies in Language (Odia/ Urdu), English and Mathematics. Literacy skills in First Language (Odia/ Urdu etc.), basic knowledge in English language and numeracy skills shall be assessed. All the students, present on the day of assessment, shall be assessed. Class-wise assessment shall be done by the assessment team. 80 % students of each grade / class need to give secure 60% marks in each subject to get the Bronze Certificate.

UPPER PRIMARY LEVEL (GRADE 6 -8) Mathematics

Q. No. (1)	Competency (2)	Description (3)	Remarks (4)
1	Recognises three-digit numbers	A number card will be given /showed having three-digit number (e.g. 279, 587, 509 etc). The student shall be asked to say the number name/ read it.	1 mark
2	Write the numbers	The assessor will say three-digit number loudly and the students will be asked to write the number (numeral) on the paper.	1 marks
3	Understanding place value	The assessor will write a three-digit number on the back board and the students will be asked to write the place value of the number at the hundredth place on their paper. (e.g. place value of 3 in 318 is 300)	1 mark

(1)	(2)	(3)	(4)
4	Comparison of numbers	Three numbers (three- digit numbers) will be given. Students shall write those on their paper and then asked to encircle the biggest. *(The assessors shall not read the numbers, only the numbers to be given in written form)*	1 mark
5	Addition of numbers	Two two-digit and three-digit numbers shall be given in a row (e.g. 238 + 38). The addition will assess the competency of addition with carry over. Students shall be asked to add the numbers.	1 mark
6	Subtraction of numbers	Two three-digit numbers shall be given in a row (e.g. 430-266). The subtraction will assess the competency of subtraction with borrowing. Students to be asked to do the subtraction.	1 mark
7	Word problem involving both addition and subtraction.	One word problem shall be given either on a piece of paper or on the black board (consisting of two operations, addition and subtraction). The assessor may read the question for once. Then students will solve the problem and find out the correct answer. Only correct answer will be given two marks. The solution will be done in two steps, for each correct step one mark will be given. (Two–digit numbers will be used in this problem.)	2 marks
8	Multiplication	Two numbers will be given in column. One two/three-digit number will be multiplied by a one-digit number. Students will be asked to multiply and write the product. Multiplication will be done in columns.	1 mark
9	Division	Three-digit numbers will be taken as dividend (*bhajya)* and one-digit number as divisor (*bhajak)*. Students will be asked to find out the quotient (*bhagaphala*) and reminder(*bhagasesha*).	1 mark

ENGLISH (Class 6-8):

Q. No. (1)	Competency (2)	Description (3)	Remarks (4)
1	Read Simple words	**Individual task** Students will be shown three simple words (*without any picture*) and ask them to read correctly. The words shall be taken from class III English text book, but must be written clearly and neatly on a piece of paper by the assessor. The words must be of 4 / 5 letters. ***While assessing full mark will be given if the student reads the word correctly.***	3 marks
2	Saying the name of an object	The assessor will show two different pictures to the child and ask each child individually to say the name of the object in English. (If pictures are not available, the assessor may say the name of two objects in Odia language, and ask the child to say the name in English). The words shall be from class 3 standard. *One mark shall be given, for every correct answer.*	2 marks
3	Writing words	The assessor will say loudly and clearly three words, basically the name of their village and any other object (with more than three letters). The students will write those words on the piece of paper. *Full marks will be given for correct writing of the word. Correctness in spelling will be the criteria of assessment.*	3 mark
4	Number sense	The assessor will say any two numbers in English (No Odia version of the number to be used by the assessor) within ten and the students will write the number in numeral form. e.g. If the assessor will say *four ,* then the students will write ***4*** on their notebook/paper. **(1 mark)**	2 marks
		The assessor will write a number on the black board (within 10), the students will write the number in words on their note book (e.g.: if the assessor will write 7 on the blackboard, then it is expected that, the students will write ***seven*** on their notebook/paper. **(1 mark)** *One mark will be given if the student Writes with correct spelling. In case of Incorrect spelling, no mark will be given.*	

LANGUAGE-Odia (Class 6-8):

Q. No. (1)	Competency (2)	Description (3)	Remarks (4)
1	Read Simple paragraphs	Students will be given simple paragraph from any story book/newspaper and ask them to read correctly. The paragraph shall contain words with *matra/phala* as well as *conjunct* letter. *While assessing this task, it will be seen that, the students are reading with fluency. Correct reading and fluency will be the criteria for assessment. (Correct reading 2 marks and fluency 1 mark)*	3 marks
3	Writing sentences	Dictation of a paragraph will be given by the assessor to the students. Only three sentences will be dictated. Sentences will have *yuktakhars* (conjunct letters) and comma and question mark. The paragraph will be taken from any story book / newspaper (But sentences will not contain more than 6-7 words). *The Correctness in spelling along with use of comma, full stop and question mark will be the criteria of assessment. 3 marks will be for correctness of the sentences and spelling of the words, while 1 mark will be for correct use of comma, full stop and question mark. (5 marks)*	4 mark
4	Reading Comprehension	The students will be provided with one paragraph (6-8 small sentences). The assessor will not read the paragraph. Three questions will be given below the paragraph. One question will be direct (having *the words who, when, where*) and	3 marks

		another two will be indirect (*why / how type of questions based on understanding or drawing inferences*) in nature. The assessor may read the questions only and ask the students to write the answers on the paper. For correct answer one full mark will be given (no focus on spelling).	

ORDER : Ordered that this notification shall be published in the *Odisha Gazette*.

By Order of the Governor

P.K. MOHAPATRA
Additional Chief Secretary to Government

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